

Course overview

The NZOQ 'Effective Project Management' course offers participants a recognised and valuable opportunity to progress and develop their role toward becoming a project management professional. The course is based on the Project Management Institutes (PMI) internationally accepted methodology provided under license by Business Pulse International Ltd (an internationally recognised training provider).

WHY YOU NEED IT

In today's competitive marketplace there is little room for error. This course has been designed to help you maximise efficiency and minimise waste. It will equip you with the practical skills and knowledge you need to become more effective, more capable and more successful in your chosen field.

By the end of the programme, you will have:

- gained knowledge of an accepted methodology
- had the opportunity to apply it to an active project in the workplace
- received third party support - mentoring
- enjoyed increased confidence
- been given management tools and enhanced awareness
- instant knowledge application

COURSE OBJECTIVE

Successful candidates will have learnt the basics of and be able to apply the fundamentals of the Project Management Body of Knowledge.

WHO SHOULD ATTEND

This course is intended for anyone who is currently involved in the management of projects, and who needs some formal training and learning in Project Management skills. There are no prerequisites, however maximum benefit will be obtained if candidates have had some experience in running projects, and can therefore relate to the subject matter and discussions held.



Why NZOQ?

It doesn't matter how successful you are, there's always room for improvement. NZOQ has the support and resources you need to take your business to the next level. We can help identify areas for improvement so you can achieve world-class levels of performance, enhanced employee and customer relations, increased productivity and greater profitability.

OUR VISION

We will be recognised as the pre-eminent organisation that promotes and supports the maximisation of world-class business processes and performance within New Zealand.

OUR MISSION

We will promote and support the maximisation of capability in world-class business processes and performance for businesses and individuals alike.

OUR VALUES

We are a non-profit organisation that promotes and supports ethical and sustainable practices and diversity.

We demonstrate leadership in improved business process through advocacy, education, promotion and support.

We also promote and represent high standards of professionalism through the provision of opportunities for learning and growth.

Quality statement

Quality is what customers say it is.
People working together hold the key to improving quality.

www.nzoq.org.nz



what it means • what you'll learn • why you need it

Effective project management

A QUALITY APPROACH

learn·share·grow



Course content

The point of this course is to give you the direction and practical methodology you need to make a success of your projects. The course material is structured so that you can use the manual as a workbook. As the course progresses you'll be encouraged to take notes, actively participate in group discussions and exercises, and challenge ideas and views.

WHAT YOU'LL LEARN

- How to plan for success (and failure)
- What good management is
- What quality is and what a project is
- What Project Management software isn't
- The attributes a good Project Manager should possess
- How the quality of knowledge, skill and training affects the Project Manager and the projects
- Where the quality of a project comes from
- How quality practices flow through the project
- The project life cycle
- Awareness of interpersonal skills
- How to apply management techniques

Course topics

- An overview and history of Project Management
- The ten disciplines that make up the Project Management Methodology
- The Project Management Body of Knowledge
- The stages of a project life cycle
- The skill and attributes of a Project Manager
- Group exercises
- Live work-based project to work on and present in the learning environment
- Interactive learning in the classroom-based forum
- Cost estimating and tracking methods
- Development of the critical path
- How and why to use the PERT formula
- Contract selection and management
- End of course test (3-day course)
- Course certificate

Course features

- Pre-course exercise
- Structured course timings
- Lesson plans
- Learning objectives
- Classroom exercises
- Learning forum
- Life cycle games
- WBS exercises
- Network diagramming exercises
- Course manual structured as a workbook
- Version controlled material

Course registration

NZOQ 'Effective Project Management' is a two or three-day programme. Available as a public course or In-House specific to your organisation or industry.

For more information about dates and times simply contact us on 06 351 4407, email quality@nzoq.org.nz or www.nzoq.org.nz

NB: if you are a member of NZOQ you will receive a discount. For more information please contact us using the details above.

'The only lifelong, reliable motivations are those that come from within, and one of the strongest of those is the joy and pride that grow from knowing that you've just done something as well as you can do it.'

LLOYD DOBENS AND CLARE CRAWFORD-MASON

COURSE RECOGNITION

New Zealand Organisation for Quality is registered by the New Zealand Qualifications Authority as a Private Training Establishment under the provisions of the Education Act 1989 and its subsequent amendments.

Ongoing education

As part of our continuing education programme, NZOQ also offers the following courses to the public and as corporate training options.

QUALITY SYSTEMS AUDITING WORKSHOP

A five-day workshop for people with a background in quality systems who wish to become involved in 2nd party (supplier) or 3rd party (certification) audits. RABQSA internationally approved training course.

CERTIFICATE IN QUALITY ASSURANCE

A premier course covering the principles and practices of quality management and quality systems. Explores the tools and techniques for developing and introducing a quality approach into an organisation, and involves an internal assessment component. Examination available.

QUALITY MANAGEMENT: PRACTICAL SKILLS

A 24-hour course providing general training in the concepts of quality management and systems and an introduction to the use of practical tools and techniques for quality improvement.

QUALITY IN HEALTHCARE: PRACTICAL SKILLS

A 24-hour course providing an introduction to the key concepts of quality management and their application to healthcare.

PROFESSIONAL RECOGNITION

NZOQ operates a scheme for recognition of professional competence as a Quality Practitioner. Two grades of recognition are available - Certified Quality Practitioner and Certified Quality Manager.

CORPORATE TRAINING

All NZOQ programmes are available for in-house training and new programmes can be developed to meet specific requirements. For further information contact NZOQ.

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